

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DNR05210961</u>	DATE POSTED: <u>11/02/15</u>
POSITION NO: <u>158871</u>	CLOSING DATE: <u>11/16/15</u>
POSITION TITLE: <u>Senior Office Specialist</u>	
DEPARTMENT NAME / WORKSITE: <u>Department of Water Resources / Technical Construction / Fort Defiance, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB60A</u>
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>28,600.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>13.75</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Performs a full range of clerical and technical support work; researches and respond to requests for general information requiring comprehensive knowledge of various policies and procedures; types correspondences; Purchase Orders, Request for Direct Payment, Interdepartmental Charge Requisition, etc.; administrative reports/documents; 164 process, memorandum of understanding; travel authorization, supplies and services procurement; provide general information or directs to appropriate authority, answering and screening telephone calls, greeting visitors, receiving and distributing incoming and outgoing documents, replying to inquires, etc.; schedule, coordinate, arrange and confirm meetings, interview, appointments; provide summaries on reports, resolutions, agreement, correspondence; prepares materials for meetings, travel, etc.; maintain a complex filing system; participate in program budget preparation, monitor expenditure and compile status reports;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates degree in Secretarial Science, Business or related field, and two (2) years responsible office experience.

Preferred Qualifications:

- Two (2) years of general administrative experience including customer service.
- FMIS Certification.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge and Skill in preparing a variety of computer software, word processing, database and spread sheet applications.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.